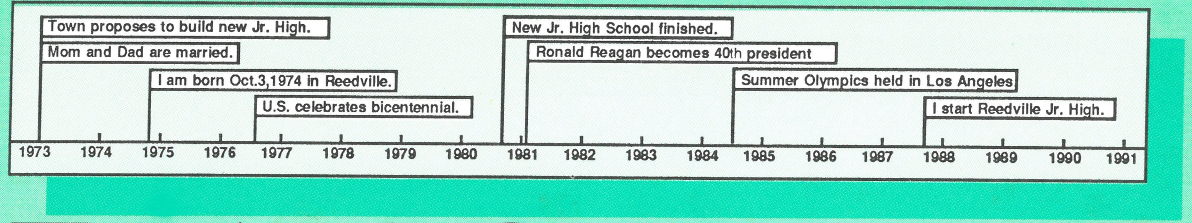
TIMELINER™


Town proposes to build new Jr. High.
Mom and Dad are married.
I am born Oct.3,1974 in Reedville.
U.S. celebrates bicentennial.
New Jr. High School finished.
Ronald Reagan becomes 40th president
Summer Olympics held in Los Angeles
I start Reedville Jr. High.
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
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1988
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1991

Teacher's Guide

History in Perspective

Personal and Historical Timelines
Created by Your Students

Tom Snyder
Productions®

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INTRODUCTION TO TimeLiner

Welcome to TimeLiner, a practical, easy-to-use tool for creating and printing time lines. Time lines have long been considered a valuable tool for teaching many subject areas. They help students acquire a visual perspective of personal and historical events. Students also begin to see patterns in history by making connections between the past, present and future.

TimeLiner uses the power of the computer to make it easy to create and print out proportionally correct time lines. You can construct time lines, as long as 99 pages, on any topic you choose. Editing and updating your time lines is simple, and you don't have to worry about how much space to leave between events. TimeLiner takes the new information and puts it in the correct place, adjusting the rest of the time line to make it proportionally correct. The program's special merge feature enables you to combine two separate time lines into one comprehensive time line. For example, this feature could be used to compare major scientific inventions with other historical events in the 19th century.

TimeLiner is designed to be a versatile tool for teachers. It will enhance the teaching of many subject areas in grades K-12. You can involve the entire class in creating a time line on the subject area you are teaching, or you can discuss an already-created time line. TimeLiner comes with six ready-to-use time lines on the disk which you can print out or change. You can also use TimeLiner to prepare visual aids for lessons. Or, create bulletin boards and other school displays.

By using TimeLiner, students can build time lines for research projects, homework assignments or study aids. They can merge two time lines into one in order to compare personal events to historical events, giving them a personal perspective on history. They can also gain a global perspective by comparing events in different parts of the world.

This manual contains a variety of materials to help you use TimeLiner. It includes technical directions, suggestions for classroom use, and reproducible student activity worksheets. We suggest that you create a time line yourself before using TimeLiner with your students. The Getting Started section provides step-by-step directions for building your first time line.

Learning Objectives

TimeLiner is designed to be a flexible tool which will fit into a variety of curriculum areas and grade levels. By using TimeLiner with the activities suggested in this manual, you will be able to help your students:

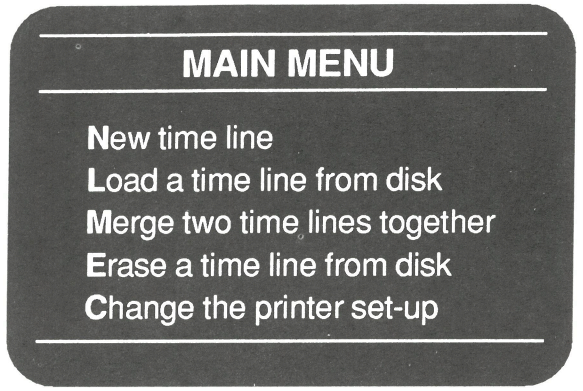
- create and use a time line
- gain a visual perspective on different events
- develop a better understanding of complex historical events
- find patterns in history
- develop hypotheses about the relationships between historical events
- distinguish between the past, present and future
- understand how personal events relate to community, national and global events
- learn why a time line is a useful tool in certain situations
- research and organize information
- select relevant facts

How to Use TimeLiner

TimeLiner offers five basic options for creating time lines. They are listed on TimeLiner's Main Menu and described in this section.

To select an option:
type the first letter of that choice (the one which is highlighted).

To leave an option at any time:
press ***Esc****. You will return to the Main Menu.*



MAIN MENU

New time line
Load a time line from disk
Merge two time lines together
Erase a time line from disk
Change the printer set-up

New time line

You can create time lines on any topics you choose. The possibilities are endless! You don't have to type in the information in chronological order -- TimeLiner will automatically put each event in its correct place. It's easy to make changes and to update your time lines. You can print out time lines as long as 99 pages.

Load a time line from disk

TimeLiner comes with six ready-to-use time lines on the disk. You can look at these time lines, add to them, change them and print them out. Also, once you have created your own time lines and saved them on the disk, you can revise them by choosing this option. See page 36 for a list of the time lines on the TimeLiner disk.

Merge two time lines together

If you want to combine two time lines into one time line, you can merge them. For example, you may want to compare the events leading up to the American Revolution in America with the same time period in England. Alternatively, you may want to compare the lives of two famous people.

Erase a time line from disk

If you have saved a time line on a disk and decide that you no longer want it, you can erase it from the disk. Use this option carefully, since you cannot retrieve a time line once it has been erased.

Change printer set-up

If you want to change the printer that you have been using with TimeLiner, you will need to provide some information about the new printer. If you are using the same printer each time, you will not need to use this option.

Each of the Main Menu options is described in more detail on pages 26-41.

Getting Started

What You Will Need

- Apple II family computer
- TV or monitor
- Printer -- TimeLiner will work on any of the following dot-matrix printers:

  Imagewriter
  ImageWriter II
  Epson or Epson-compatible printers
  IBM or IBM-compatible printers
  Okidata microline 92 or 93

- Printer interface card:

  Apple Super Serial Card
  Grappler+ Parallel Card

- Pinfeed paper

Optional:

- Extra diskettes for saving time lines

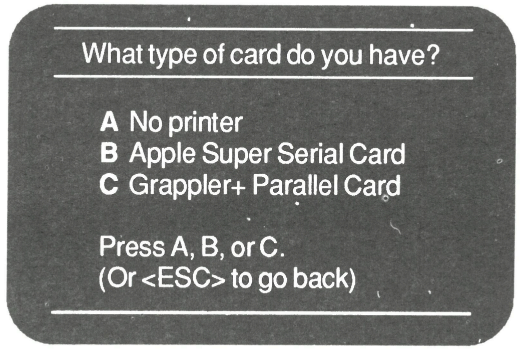
Note: You must use ProDOS to format the extra disks. Earlier versions of DOS (e.g. DOS 3.3) will not format the disks correctly for use with TimeLiner. For instructions on formatting disks with ProDOS, refer to a ProDOS manual.

Note: *Other cards will be supported in the future. Please contact* ***Tom Snyder Productions*** *for up-to-date information.*

How to Create Your First Time Line

Starting the Program

1. Put the TimeLiner disk into drive 1 and close the disk drive door.
2. Turn on your monitor and computer.
3. The program will load into the computer and the title screen will appear. Press any key to move on to the next screen.
4. You must provide some information about your printer so TimeLiner will be able to work with it. The first menu asks you about your printer card:

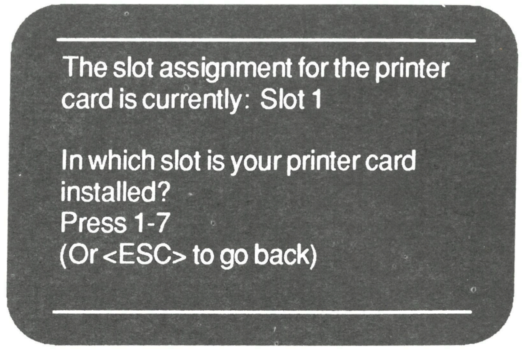


What type of card do you have?

A No printer
B Apple Super Serial Card
C Grappler+ Parallel Card

Press A, B, or C.
(Or <ESC> to go back)

5. The next Printer Set-Up menu asks you which slot your printer card is in.



The slot assignment for the printer card is currently: Slot 1

In which slot is your printer card installed?
Press 1-7
(Or <ESC> to go back)

Type the number of the slot your printer card is in. If you're not sure, type **1** because printer cards are usually in slot one.

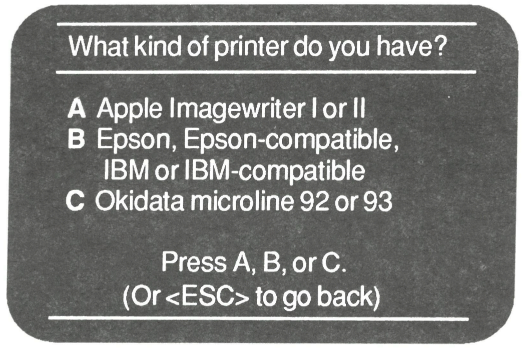
This section provides step-by-step instructions for using TimeLiner to create a sample time line. We have gathered some information on several important inventors and the dates of their inventions for you to use in this time line.

Note: *If this is the first time the program has been used, you will see the Printer Set-Up menu. If not, skip to step 8.*

Note Apple IIc Users: *Skip to step 6.*

How to Create Your First Time Line, cont.

6. Next, you will be asked to provide information about your printer.



What kind of printer do you have?

A Apple Imagewriter I or II
B Epson, Epson-compatible, IBM or IBM-compatible
C Okidata microline 92 or 93

Press A, B, or C.
(Or <ESC> to go back)

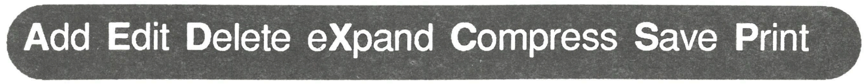
7. The last Printer Set-Up menu lists all the information you have given. Check to make sure it's correct. Type **Y** if the information is correct and **N** if it is incorrect. If you type **N**, the program will return to the first Printer Set-Up menu where you can make changes.

8. Now you will see TimeLiner's Main Menu. Press **N** to create a new time line.

9. You must now choose a time span for the time line. The sample time line covers inventions over many years, so type **4**.

Building Your Time Line

You are now ready to start creating your time line on important inventions. The menu is listed across the bottom of the screen:



Add Edit Delete eXpand Compress Save Print

1. Type **A** to add your first entry.

---

2. In the lower left part of the screen, ***When:*** will appear to prompt you to type in the time when the event occurred. The first ice cream maker was invented in 1846, so type **1846** and press **Return**.

3. When the open bracket ([ ) appears in the lower left part of the screen, type in some information about what happened during this year. Type:

Nancy Johnson invents ice cream maker

If you make a mistake while typing, use the ***left arrow key*** *or the* ***delete key*** *to erase as many letters as you need to.*

4. Then press **Return**. TimeLiner will now place this entry on the time line.

5. Let's add another invention. (Type in the information which appears in boldface below.)

   A. Press **A** to add an entry to the time line.
   B. When: **1853** (press Return).
   C. [**Elisha G. Otis invents the elevator** (press Return).

6. The **left** and **right arrow keys** will move you back and forth through your time line. Press the **left arrow key** until you see your first entry.

7. Here's another another entry for the time line.

   A. Press **A**.
   B. When: **1840** (press Return).
   C. [**Samuel Morse invents the telegraph** (press Return).

Notice that you don't have to type the entries in chronological order. TimeLiner automatically places this entry before the first one. The program redraws the time line to make it proportionally correct.

8. The following list provides the dates of other inventions. Add as many as you want to your time line.

1845 Elias Howe invents the sewing machine
1860 Ernest Michaux invents the bicycle
1876 A.G. Bell invents the telephone
1879 Thomas Edison invents the light bulb

Note: You may use up to 37 characters, including spaces, for each entry.

How to Create Your First Time Line, cont.

Editing a Time Line Entry

You can change the text of any entry on the time line. For practice, try changing the entry at 1846 from Nancy Johnson to N. Johnson.

1. Use the **left** and **right arrow keys** to move the cursor horizontally to the entry at 1846.
2. Type **E** for Edit and press **Return**.
3. The text for this entry will now be shown at the bottom of the screen.
4. Use the **left arrow key** or the **delete key** to erase as many letters as you need.
5. Retype the line:
   N. Johnson invents ice cream maker
6. Then press **Return**.

Saving Your Time Line

Note: If you want to save your time line onto another disk, remove the TimeLiner disk and insert the other disk into the disk drive. You must use a ProDOS fomatted disk.

Note: Names can be up to 15 characters long, including spaces, and must begin with a letter. Periods are the only punctuation you can use.

You can save your time line on the TimeLiner disk.

1. Type **S**. You will receive the message, *Filename:.*
2. Type in a name for the time line. In this case, let's name the time line **Inventions**. Press **Return**.
3. When the computer has finished saving your time line, you will receive the message, *Save successful.* Press any key to continue.
4. Your time line will now be saved on the disk that is in drive 1.
5. If you want to return to the Main Menu, press **Esc**.

Printing Your Time Line

Note: We recommend saving time lines before you print them, but it's not necessary.

Note: When you're printing, the number in the lower right corner of the screen shows the number of the page being printed.

1. Type **P**. You will receive the message, *Turn on printer -- then press <RETURN>.* Check your printer to make sure that it is properly attached and turned on. Then press **Return**.
2. TimeLiner will now begin printing your time line.

This is only an introduction to what you can do with TimeLiner. To find out more, read pages 25 - 41.

Ways to Use TimeLiner

Note: See page 36 for the titles of time lines on the TimeLiner disk.

TimeLiner as a Teacher's Tool

TimeLiner is a powerful tool which can be used to meet a variety of teaching goals. You can use TimeLiner to prepare visual aids for lessons. Time lines provide a good way to introduce material, present an overview of a time period, and help students make connections between events.

You can either create your own time lines or print out the time lines included with the program. These ready-to-use time lines cover a variety of popular social studies topics, including Colonization, the American Revolution, U.S. Immigration and U.S. Foreign Policy. You may want to incorporate them into your curriculum. They may also be used to complement the Decisions, Decisions™ social studies simulations.

TimeLiner is also an excellent organizational tool. Many teachers have suggested creating a time line of the semester which would list the dates of exams, papers and holidays. This time line could be posted in the classroom for all the students to see. Similarly, TimeLiner can be used for scheduling special events, such as school fairs, talent shows and graduation ceremonies. It can also be used to organize school projects such as the yearbook, newspaper or creative writing magazine.

This manual provides a variety of time line activities for you to use with your students. You can reproduce the worksheets on pages 46-57. These worksheets are just a sample of the types of activities you can do with TimeLiner. Feel free to adapt them to suit the needs of your students.

In the Classroom and Computer Lab

Using TimeLiner in a One-Computer Classroom

If you have access to one computer, there are many ways of incorporating TimeLiner into your classroom. You can involve the whole class in creating time lines in order to introduce students to new material, stimulate discussion or reinforce facts. We suggest that you begin by leading the entire class through the process of creating a time line. Before starting the time line, you may want to ask students to research a topic, such as the dates of important inventions in the 19th century. During the first session, ask students to contribute events and dates for you to add to the time line. Type the information into the computer. It takes approximately one class period to create a time line. Of course, this depends a great deal on the length of the time line. We suggest that you print out the time line after class. The next session can be spent discussing and analyzing the time line.

Alternatively, pairs or groups of students may want to use TimeLiner on their own to create time lines for research projects and other assignments. To facilitate classroom management, you may want to set up a schedule of turns at the computer or provide sign-up sheets. We suggest setting aside time for groups to choose topics, plan their research, divide up responsibilities, and share information. It's not necessary for an entire group to use the computer at the same time. Group members can take turns working on the time line because the information does not have to be added in chronological order. Students will need formatted disks on which to save their time lines. Ask the groups to present their completed time lines to the class.

Depending on the number of computers that you have available, there are many ways of using TimeLiner in your classroom. This section provides suggestions for using TimeLiner in different classroom settings.

Ways to Use TimeLiner, cont.

Using TimeLiner in a Computer Lab

If you have access to a computer lab, students may work individually, in pairs or in small groups on time lines for research projects, homework assignments or study aids. Working in pairs can speed up the process of becoming comfortable with the program, particularly for students with little computer experience.

You do not need to have a TimeLiner disk for every student because the disk doesn't have to remain in the drive during use. Load the program into one computer; when the Main Menu screen appears, you can remove the disk. Then you can load the program into the next computer, and so on. We suggest that you provide students with Reference Cards and formatted disks for saving their time lines.

Preparing Students to Use TimeLiner

TimeLiner is easy to use, so your students will not need much preparation. We suggest that you demonstrate using the program to the class as a whole. If available, use a large screen or additional monitors for easier viewing. You may want to go through the steps described in the Getting Started: How to Create Your First Time Line section. You may also want to make copies of it so students can follow along with you. Hand out copies of the Reference Card which summarizes how to use the program.

Helping Students Create Time Lines

Using TimeLiner is just one part of the process of creating and analyzing time lines. Students will need to choose their own topics, research them, and interpret the information which they collect. The following sections provide suggestions for helping your students with each of the steps involved in making a time line.

Choosing a Topic

You may want to assign topics for time lines or allow students to choose their own. Students may need some assistance selecting topics which are appropriate for time lines. A good way to start is by discussing different ways to use time lines. Discuss which types of topics are well suited to time lines, and which are not. In addition, you may want to compare time lines to charts, graphs and reports. Ask students which they think is the most useful way to present or analyze different topics.

Researching and Organizing Information

The process of creating a time line provides an excellent opportunity for teaching research skills. Encourage students to go beyond using encyclopedias. Current periodicals, such as daily newspapers or weekly magazines, provide a wealth of information. Students may also want to visit a nearby museum, or their local town or city hall, to research topics. Historical societies can be exciting places to talk to local historians who will be able to give students first-hand information. Students may also want to visit a local cemetery or a nearby factory to gather more information.

Students will need to take careful notes and organize the facts they collect. If they use maps, charts and graphs, they will have to transform the information into a linear and sequential format for their time line. We have included a reproducible Research Checklist on page 57, which will help students decide where to look for information. It will also help them to organize their information once they have obtained it.

Conducting Research in Small Groups

We suggest dividing students into small groups to research and gather facts. The group members can each investigate a different source and pool information to create a single time line. For example, a group might choose to research its town's history. Each group member might investigate a different source, such as the town hall, library, fire department, or police department. By pooling this information, students will be able to create one comprehensive time line of the town's history. Students can either take turns working on the same time line or create individual time lines which can then be merged.

Analyzing Time Lines

Your students will quickly learn how to use TimeLiner. Once they have created and printed out their time lines, they can present the finished products to the class. You may want to use the questions on the following page to lead a discussion on the completed time lines.

Helping Students Create Time Lines, cont.

Discussion Questions

1. Examine your time line. What trends do you see?

2. Have there been changes over time? Do these changes create a pattern? For example, if you choose to complete a time line on inventions, you may find that inventions were usually created when a need arose within society. When taller buildings were constructed in cities, people could not walk all the way to the top. Elisha Otis provided a solution to this new problem when he invented the elevator.

3. Is there information missing from the time line which would help you to further analyze the information? For instance, using the previous example, students may be curious about what was happening in other parts of society when the elevator was invented. Encourage them to do further research and add this information to their time line.

4. Can you make predictions about events which have already occurred or which may occur after the last date on the time line? This can lead to further research and discussion about what actually happened or what may occur in the future.

5. What comparisons can you make between one set of related events and another? Encourage students to merge their time lines. The merge feature often makes it easier to compare two sets of events.

Suggested Activities

This section provides ideas for a variety of time lines. We hope this list will serve as a springboard for additional ways to use TimeLiner in your classroom.

Personal

Your birthday in history

Family history

Use the merge feature to compare your life to someone else's.

Life planning -- what will you be doing 10, 20, 30, 40, or 50 years from now?

Your daily schedule

Plans for completing projects

Athletic training schedule

Extracurricular activity schedule

Class

The birthdays of all the students in your class

Week's activities

Semester's schedule of tests, papers and holidays

Schedule of special events -- semester or year

Holidays around the world

School

Major events in the school's history

Special events such as a school fair, a Senior Day, or holiday celebrations

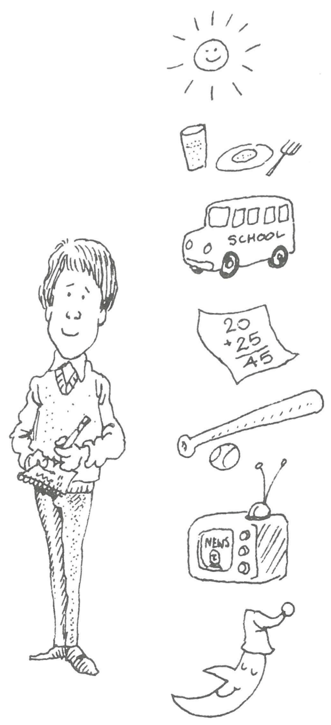
Graduation events

Community, Town, City and State

History of your community, town, city or state

Special events such as a town fair, a bicentennial or other local celebrations

Local campaigns



Suggested Activities, cont.

Government
- Presidents' terms of office
- Sequence of events in one President's term
- National campaigns
- Passage of a bill through Congress
- International meetings -- summits, trade meetings

American History
- A voyage to the New World
- A day in the life of a colonist
- A day in the life of a Native American
- American Revolution
- Civil War
- Industrial revolution
- Immigration -- when different groups of immigrants came
- Changes in U.S. immigration policies
- Lives of important Americans

World History
- Early civilizations
- Roman Empire
- Ancient Greek Civilization
- African History
- Asian History
- Western European History -- Renaissance, Reformation and Industrial Revolution
- Growth of different religions
- WWI, WWII, Vietnam War, Korean War and other major wars
- Revolutions around the world

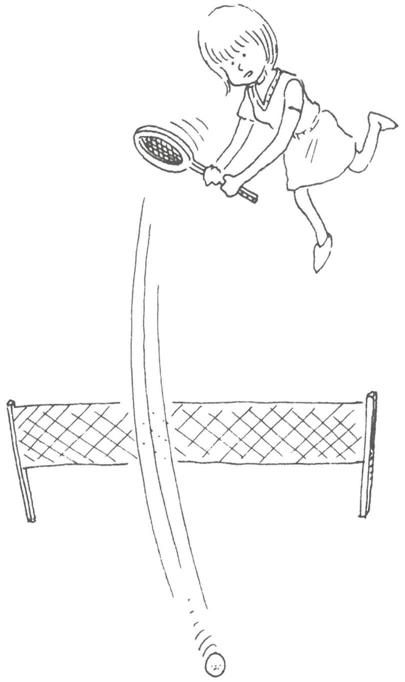
Science
- Dinosaurs
- Major Inventions
- Geological formations
- Lives of different animals
- Growth of plants
- Climate
- Planning and recording science experiments
- Evolution

Language Arts
- Outline for writing a biography or autobiography
- Major events in a novel or play
- Plan for writing multiple drafts of a paper
- Lives and works of major authors

Art
- Lives of famous artists
- Major periods in art history
- Steps in creating a piece of art
- Development of different mediums of art
- Compare art and history during different time periods
- Compare art and music during different time periods

Music
- Major periods in music history
- Invention of different instruments
- Lives of famous musicians
- Steps in creating an instrument
- Compare music and history during different time periods

Suggested Activities, cont.



Sports

Athletic events -- one team's schedule or all teams' schedules

History of the Oiympics

Sequence of Olympic events

Sports Events -- World Series, Super Bowl, World Cup, Marathons and Wimbeldon

Sequence of events in one sports event

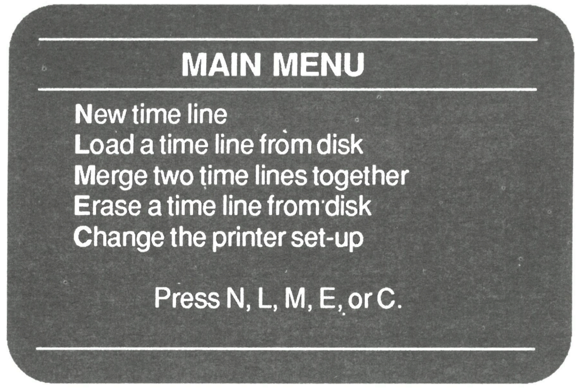
Resource Materials

An excellent resource for creating time lines is *The Timetables of History* by Bernard Grun. It provides time lines on the following topics for events occurring between 5000 B.C. and 1978 A.D.: History and Politics; Literature and the Theater; Religion and Philosophy; Visual Arts; Music; Science and Technology; and Daily Life.

Grun, Bernard. *The Timetable of History*: *A Horizontal Linkage of People and Events.* New York: Simon and Schuster, 1975.

Loading Instructions

1. Insert the TimeLiner disk into the disk drive and close the drive door.
2. Turn on your monitor and computer.
3. The program will load and the title screen will appear.
4. Press any key to move to the Main Menu.
5. You can now choose one of the options on the Main Menu.



MAIN MENU

New time line
Load a time line from disk
Merge two time lines together
Erase a time line from disk
Change the printer set-up

Press N, L, M, E, or C.

Loading TimeLiner into More Than One Computer

1. Load TimeLiner into a computer by following the directions above.
2. When the Main Menu screen appears, you can remove the disk.
3. Now you can load TimeLiner into another computer, and so on.

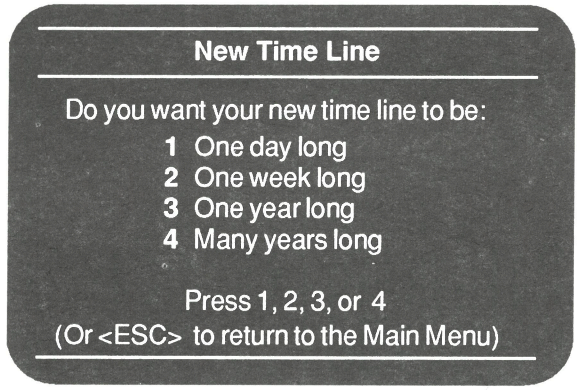
Note: The first time that you use the program, the Printer Set-Up menu will appear before the Main Menu appears. You need to provide information on the type of printer you are using. See the Getting Started section, page 9, if you have questions on this part. Each subsequent time you use TimeLiner, the program will move immediately to the Main Menu.

Creating a New Time Line

To Add 26
Entry Examples 28
To Delete 32
To Edit 32
To eXpand 32
To Compress 33
To Save 34
To Quit 35
To Print 35

1. When you're at the Main Menu, type **N**.

2. You will then be asked:



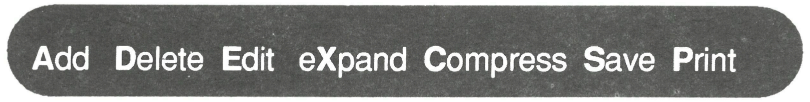
New Time Line

Do you want your new time line to be:
1 One day long
2 One week long
3 One year long
4 Many years long

Press 1, 2, 3, or 4
(Or <ESC> to return to the Main Menu)

3. Type in the number corresponding to the type of time line you want.

4. You are now ready to start working on your time line. The options are listed across the bottom of the screen.



Add **D**elete **E**dit e**X**pand **C**ompress **S**ave **P**rint

These options are described in detail in the next sections.

How to Add New Entries

1. Type **A**.

2. ***When:*** will appear on the screen, prompting you to type in the time when the event occurred. This information will be different depending on the type of time line you are creating. For example, you will type in the hour for a day-long time line, but you will type in the month and day for a year-long time line.

3. After you type in the time and/or date when the event occurred, an open bracket (**[**) will appear on the screen. Now you can type in a description of the event. Your description can be up to 37 characters long, including spaces.

   For example: **Kennedy becomes President.**

   If you make a mistake, use the **delete key** or the **left arrow key**. When you are finished typing in the text, press **Return**.

4. The program will tell you that it is *Redrawing* your time line. You must wait until it is finished before continuing.

On the following pages you will find the directions for creating each of the four kinds of time lines -- day-long, week-long, year-long, and many-years-long.

Examples of Time Line Entries

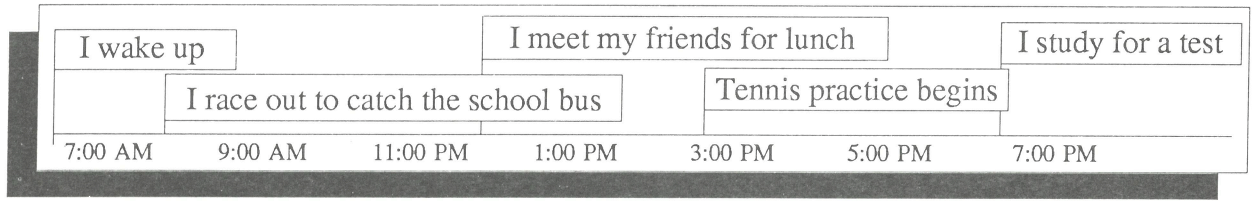
Day-Long Time Line

For a day-long time line, you should enter the time of day.

A. Put a space between the time and a.m. or p.m. Seconds can be included. Type the time in any of the following ways:

4 a.m. 4 P.M. 4:00 4:00 p.m. 4:45:31 PM 4 4:25 AM

B. Press **Return**.


I wake up
I meet my friends for lunch
I study for a test
I race out to catch the school bus
Tennis practice begins
7:00 AM
9:00 AM
11:00 PM
1:00 PM
3:00 PM
5:00 PM
7:00 PM

Sample Day-Long Time Line

Note:

1. If you do not specify a.m. or p.m., TimeLiner will assume that you mean a.m.

2. If you just type a 12, the program will assume that it is 12 p.m.

3. Day-long time lines always start at midnight and end at midnight.

Week-Long Time Line

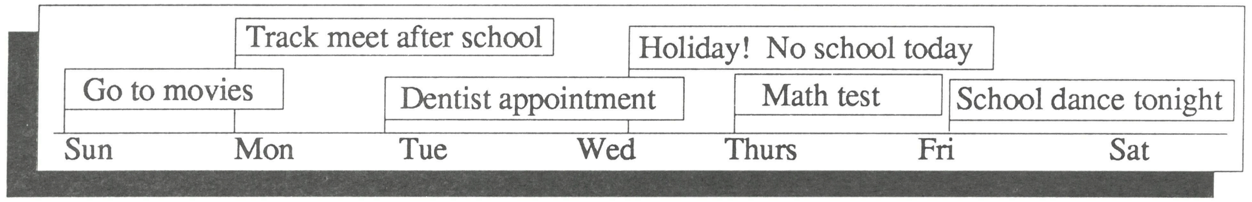
For a week-long time line, type in the day of the week and the time of day.

A. The day of the week may be entered by typing the full name or just the first three letters of the day, such as **Tue** for Tuesday.

B. You may add the the time, but it's not necessary. You can type in the information in any of the following ways:

Mon Mon. 3 PM Mon 3:15:20 p.m. Thursday Friday 7:30 a.m.

C. Press **Return**.


Track meet after school
Holiday! No school today
Go to movies
Dentist appointment
Math test
School dance tonight
Sun
Mon
Tue
Wed
Thurs
Fri
Sat

Sample Week-Long Time Line

Note:

*1. You can use periods, but they are not necessary. **Tue.** or **Tue** is acceptable.*

2. If you do not give a time for the entry, it will be placed at the beginning of the day that has been selected.

3. Week-long time lines always start on Sunday and end on Saturday. You cannot create a week-long time line that goes from Tuesday to Monday.

Year-Long Time Line

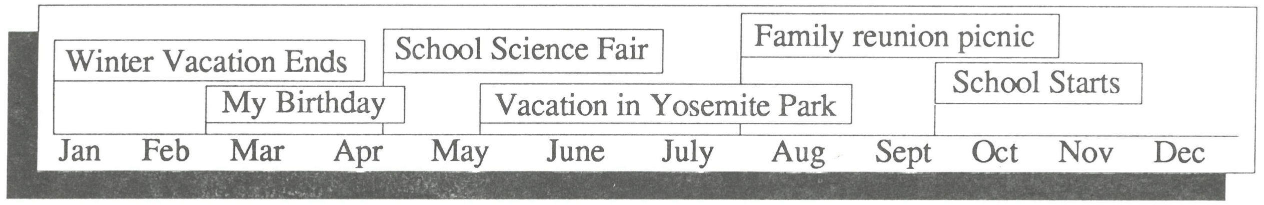
For a year-long time line, type in the month, the day and the time of day.

A. Type in the month. The month may be entered by typing the full name or just the first three letters of the month, such as **Apr** for April.

B. You may also add the day and the time. You can type in the information in any of the following ways:

May May 5 8:15 AM May 5 Jan 15 JAN 15 7:30 June 7

C. Press **Return**.


Winter Vacation Ends
School Science Fair
Family reunion picnic
My Birthday
Vacation in Yosemite Park
School Starts
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec

Sample Year-Long Time Line

Note:

1. You can use periods, but they are not necessary. ***Dec.*** *or* ***Dec*** *is acceptable.*

2. If you do not give a day for the entry, it will be placed at the beginning of the month that has been selected.

3. Year-long time lines always start in January and end in December. You cannot create a year-long time line that goes from March to February.

Many-Years-Long Time Line

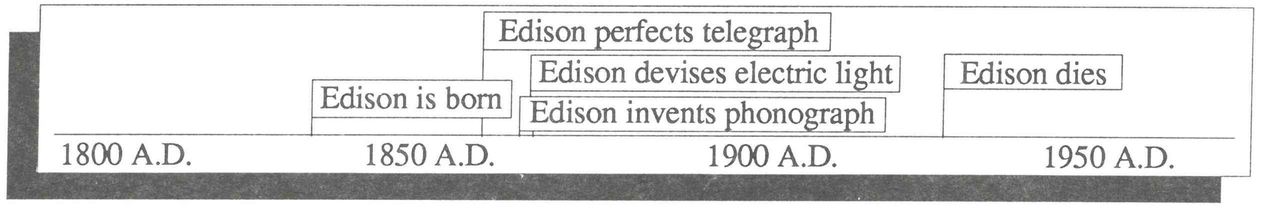
For a time line spanning many years, type in the year, month and day. You can include A.D. or B.C.

A. You may type in just the year. Put in a space between the year and A.D. or B.C., such as:

1986 1776 1776 AD 700 BC

B. You may type in the full date in any of the following ways:

Mar 3, 1986 Mar 3 1986 Mar. 3 1986 March 3,1986 3/3/1986


Edison perfects telegraph
Edison devises electric light
Edison dies
Edison is born
Edison invents phonograph
1800 A.D.
1850 A.D.
1900 A.D.
1950 A.D.

Sample Many-Years-Long Time Line

Note:

1. You cannot type 3/3/86 for March 3, 1986. Since your time lines can span many centuries, TimeLiner will not assume that 3/3/86 is in the 20th century. It will place the entry at the year 86 A.D.

2. If you do not type A.D. or B.C., then the entry will be placed in A.D.

3. If you do not include the month and day, then the entry will be placed at the beginning of the year that has been selected.

Creating a New Time Line, cont.

How to Delete Entries

1. Use the left and right arrow keys to move the cursor to the entry that you wish to delete. The cursor will flash when it is on an entry.
2. Type **D**.
3. The entry will be automatically erased from the time line.

How to Edit Entries

1. Use the **left** and **right arrow keys** to move the cursor to the entry that you wish to edit.
2. Type **E**.
3. The entry will now appear at the bottom of the screen.
4. Use the **delete key** or the **left arrow key** to erase the text.
5. You can now add new text.
6. Press **Return** when you are finished.
7. TimeLiner will redraw the time line, and the new text will now replace the old text.

How to eXpand a Time Line

If you want to have more space between the entries, you can expand the time line. The number in the lower right hand corner of the screen indicates the approximate number of pages that the time line will be when it is printed. Use the expand feature to increase the size of the printed time line. A time line can be up to 99 pages long.

If you want to increase the time line by 1 page, type an X once;

The second time that you type an X, the time line will increase by 2 additional pages;

The third time that you type an X, the time line will increase by 3 additional pages.

So, after the third time you type X, your time line will be 6 pages longer than it was before you started to expand it.

If you stop expanding, and use other options, when you press **X** again you will go back to increasing by one page.

How to Compress a Time Line

If you want to decrease the amount of space between entries, you can compress your time line. The number in the lower right hand corner of the screen indicates the approximate number of pages that the time line will be when it is printed. Use the compress feature to reduce the length of the printed time line. The time line will compress at the same rate that it expands:

Note: Time lines usually cannot be compressed to fewer than 3 pages.

If you want to reduce the size of the time line by 1 page, type a C once;

The second time that you type C, the time line will be compressed by 2 additional pages;

The third time you type C, the time line will be compressed by 3 additional pages.

So, after the third time C is typed, the time line will be 6 pages shorter than it was before you started to compress it.

If you stop compressing, and use other options, when you press **C** again you will go back to decreasing by one page.

Creating a New Time Line, cont.

Note: The name for your time line must not be longer than 15 characters and must begin with a letter. Punctuation other than a period may not be used. You cannot put spaces between words. If you receive the message ***Bad Filename****, you may have an extra space at the beginning of the name. Check for an extra space.*

Note: ***If you wish to save your time line on a disk other than the default disk,*** *you must type the name of the disk and then the name of the time line. Make sure that you put slashes (/) at the beginning and end of the disk's name. For example: /TIME/PERSONAL*

How to Save a New Time Line

1. Time lines can be saved on the TimeLiner disk or on a ProDOS formatted disk. See your ProDOS user's manual for directions on formatting a disk.

2. The program will assume that you want to save the time line on the disk in drive 1. However, if you have changed the default disk by pressing **Tab**, TimeLiner will automatically save the time line on that disk. (See page 37 for more information on the default disk.)

3. Type **S**. You will receive the message, *Filename:*. Type in a name for your time line.

   For example: PERSONAL

4. Press **Return**.

5. The time line will be saved on the disk. You will receive the message, *Save successful.* Press any key to continue. Then press **Esc** if you want to return to the Main Menu.

How to Save a Time Line That Has Been Previously Saved

You can load time lines that you have previously saved and make changes to them.

1. If you want to save a revised time line, press **S**. The time line's name will appear on the screen.

   For example: *Filename:* PERSONAL

2. Press **Return**. You will receive the message: *Old file exists -- replace it? (Y/N)*

Type **Y** to save your updated version of the time line. The program will replace the file of the old time line with a new file that includes all the changes you have made to the time line. You will receive the message, *Writing...* and then *Save successful.*

3. If you don't want to erase the old time line, you'll need to create a new file for saving the updated time line. Press **S** and then use the **delete key** or the **back arrow key** to erase the old file's name. Then type in a different name and press **Return**. You will receive the message, *Writing...* and then *Save successful.*

How to Quit

1. **If you want to save your time line** follow the directions in the previous two sections. Then press **Esc** and you will return to the Main Menu.

2. **If you do not want to save your time line**, press **Esc**. You will receive the message, *Quit without saving changes? (Y/N)*. Type **Y** and you will return to the Main Menu.

How to Print a Time Line

1. Make sure that the printer is connected and turned on.

2. Type **P**.

3. You will receive the message, *Turn on Printer--then press <RETURN>*. Check to make sure your printer is turned on, and press **Return**.

4. The printer will begin printing the time line. The number in the lower right hand side shows the number of the page being printed.

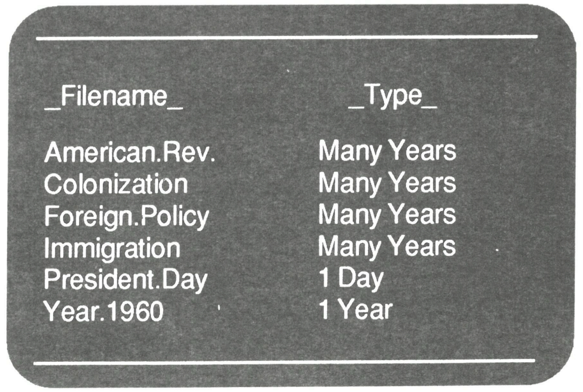
Note: Although it's a good idea to save a time line before printing, it's not necessary.

Note: If you wish to stop the printing before it is finished, press ***Esc****. Turn off your printer, wait a few seconds and then turn it on again. If you don't do this, the printer is likely to print "garbage" at the beginning of the next time line you print.*

Loading a Time Line From a Disk

TimeLiner comes with six completed time lines. You can print them and change them. In addition, you can revise any time lines you have created and saved. In order to continue working on a time line, you must load the time line from the disk on which you saved it. Unless you instruct it otherwise, the program will assume that it should load a time line from the disk in drive 1.

1. Place the disk with your time lines on it in drive 1, and then press **L**.
2. You will now see a list of the time lines that are stored on the disk in drive 1. The screen below lists all the time lines included on the TimeLiner disk



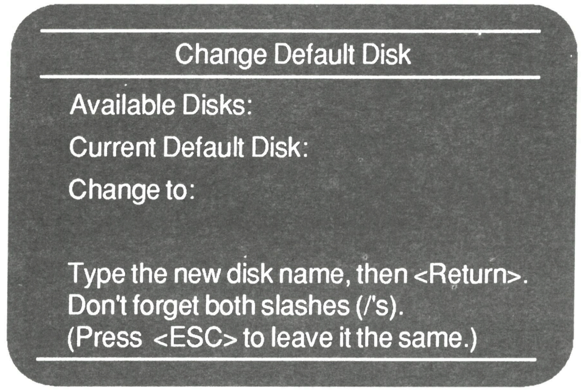
```
_Filename_          _Type_

American.Rev.       Many Years
Colonization        Many Years
Foreign.Policy      Many Years
Immigration         Many Years
President.Day       1 Day
Year.1960           1 Year
```

3. Press the **Spacebar** to move through the list until you reach the time line that you wish to load.
4. Press **Return**. You will receive the message, *Loading....*
5. TimeLiner will draw the time line, and you can continue working on it or print it out.

Loading a Time Line From a Hard Disk, a RAM Disk or a Disk in a Drive Other Than Drive 1

1. Press **L**. You will see the menu screen titled Load a Time Line.
2. Next, press **Tab**.
3. You will see the following screen:



```
Change Default Disk

Available Disks:
Current Default Disk:
Change to:

Type the new disk name, then <Return>.
Don't forget both slashes (/'s).
(Press <ESC> to leave it the same.)
```

4. Type in the name of the disk from which you wish to load a time line, such as /**TIME**/. (You must type a slash (/) on either side of the disk name.)
5. Press **Return**.
6. You will receive the message: *Default disk is now:* /TIME/ (this will be the name of the disk you typed in.)
7. Press any key to continue.
8. You will return to the Load a Time Line menu. It will list the time lines on that disk.
9. Press the **Spacebar** to move through the list, then press **Return** to select the time line that you want to load.
10. You will receive the message, *Loading....* After TimeLiner has drawn the time line, you can continue working on it.

Note: The "default disk" is the disk from which the program automatically loads time lines, and on which it saves time lines.

Note: After you complete these steps, this new disk will be the default disk. The program will now assume that it should load time lines from this disk and save time lines on this disk.

Merging Two Time Lines

Note: Only time lines with the same time span may be merged, such as two week-long time lines. You cannot merge a week-long time line with a year-long time line.

You can combine two separate time lines into one by using the merge feature.

1. Put the disk with the first time line in drive 1.
2. Press **M** at the Main Menu screen.
3. Choose a time line from the list by moving through the list with the **Spacebar**. Press **Return** to select the time line you want. This is the first time line. It will be loaded into the computer.
4. Then you will receive the message:
   Insert the disk with the second time line to be merged.
   (It may be on the same disk.)
   Press any key to continue.
   If the second time line is on a different disk, put that disk in drive 1. Then press any key.
5. Again, choose a time line by moving through the list with the **Spacebar**. Press **Return**. The second time line will be loaded into the computer.
6. You will now receive the message, *Merging....* Short time lines will be merged quickly, but long time lines may take a little while.
7. When the merge is finished, TimeLiner will draw the time line. Now you can change and/or print the new time line.

*Note: If you want to merge a time line from a hard disk, a RAM disk or a disk in a drive other than drive 1, press **M** and then press **Tab**.*
Type the name of the disk. For example: **/STUDENT.DISK/**
(Don't forget to put slashes on either side of the disk's name.)

Erasing a Time Line

1. Press **E** at the Main Menu to erase a time line from the disk that is in drive 1. If you want to switch disks, put another disk in drive 1 before you press **E**.
2. Use the **Spacebar** to move through the list of time lines currently saved on the disk until you reach the time line that you wish to erase from the disk.
3. Press **Return**.
4. The time line that you have chosen to erase will be removed from the disk.

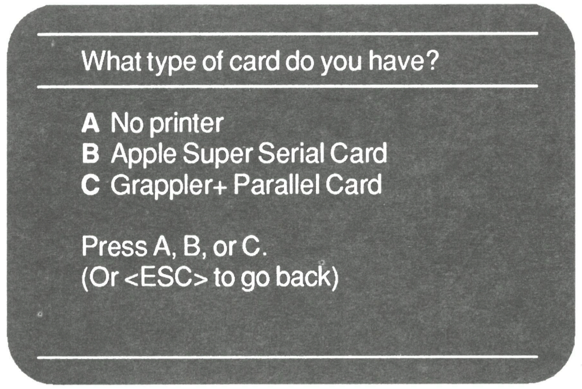
*Note: If you want to erase a time line from a hard disk, a RAM disk or a disk in a drive other than drive 1, press **E** and then press **Tab**.*
Type the name of the disk. For example: **/STUDENT.DISK/**
(Don't forget to put slashes on either side of the disk's name.)

Changing the Printer Set-Up

1. If you want to change the printer set-up, type **C** at the Main Menu.

Note for Apple IIc users: Skip to step 4.

2. The first Printer Set-Up menu asks you about your printer card:

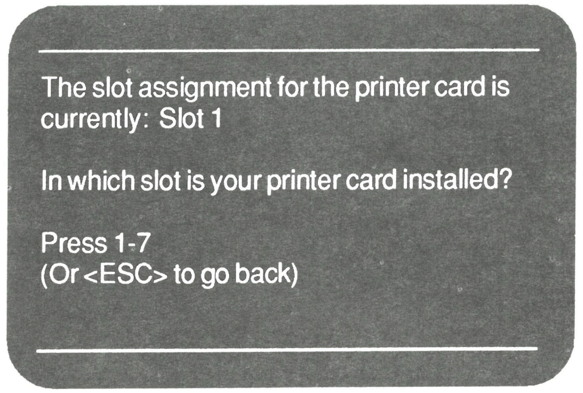


What type of card do you have?

A No printer
B Apple Super Serial Card
C Grappler+ Parallel Card

Press A, B, or C.
(Or <ESC> to go back)

3. The next Printer Set-Up menu asks you which slot your printer card is in.



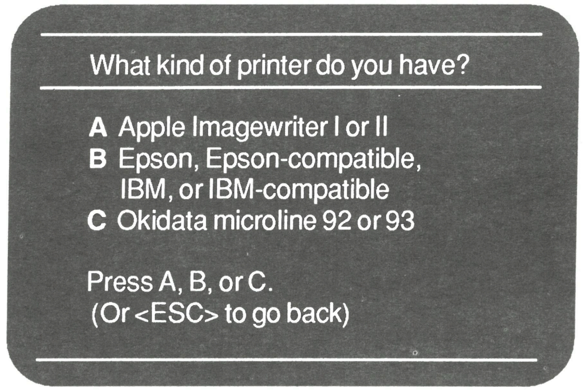
The slot assignment for the printer card is currently: Slot 1

In which slot is your printer card installed?

Press 1-7
(Or <ESC> to go back)

Type the number of the slot your printer card is in. If you're not sure, type 1 because printer cards are usually in slot one.

4. Next, you will be asked to provide information about your printer.



What kind of printer do you have?

A Apple Imagewriter I or II
B Epson, Epson-compatible, IBM, or IBM-compatible
C Okidata microline 92 or 93

Press A, B, or C.
(Or <ESC> to go back)

5. The last Printer Set-Up menu lists all the information you have given. Check to make sure it's correct. Type **Y** if the information is correct and **N** if it is incorrect. If you press **N**, the program will return to the first Printer Set-Up menu where you can make changes.

6. This printer set-up will be stored on the TimeLiner disk and will be used each time you use the program until it is changed.

Tips for Creating Time Lines

1. Timeliner places events in chronological order, but because of space constraints it does not post the time and date of every event. If you want an event's specific time or date to appear on your time line, include it in your description of the event.
   For example:

   A. When: Nov. 1960
   [**1960 - Kennedy is elected President**

   B. When: May 22
   [**May 22 - Anna's birthday**

   C. When: 4:30 PM
   [**4:30 - Soccer practice**

2. The merge feature can be used to compare events on different time lines. If you're creating two time lines which you plan to merge, make each different so it will be easier to distinguish between them. Some suggestions are:

   A. Type the information for one time line entirely in upper case and the other in upper and lower case.

   B. Place an asterisk (*) before each entry in one time line and not in the other.

   C. If you're comparing the lives of two people you could begin each entry with the initials of the appropriate person.

Some Questions and Answers About TimeLiner

1. ***How many entries can fit in one time line?***
   Each piece of information that is added to the time line is considered an entry. TimeLiner can create time lines up to 400 entries long.

2. ***How many time lines can be saved on a disk?***
   The number of time lines that may be saved on a disk depends on the number of entries on each time line. The program will tell you when the disk is full. You can save time lines on another disk.

3. ***Why does it sometimes take a moment to add a new entry?***
   When a time line has many entries, it will often take TimeLiner a few seconds to add a new one. This is because the entire time line must be redrawn when a new entry is added.

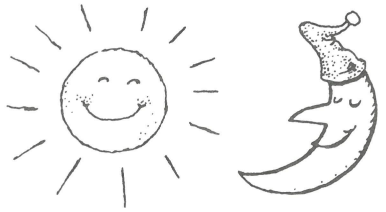
4. ***Why do I sometimes get large gaps in a time line that I have made from merging two time lines?***
   If two time lines have times or dates that are far apart from each other and are merged, the program will often have to leave a large gap between these two sets of times. You may be able to compress the time line once the two time lines have been merged. This might eliminate some of the gaps.

5. ***Why does the printer sometimes print "garbage" at the beginning of a time line?***
   This should only occur if you stopped in middle of printing an earlier time line. To avoid this problem, simply turn off the printer, wait a few seconds and turn it back on again. Your next time line will not have any "garbage" at the beginning.

Scope and Subject Chart

This section provides worksheets which you can reproduce and use with your students. The worksheets cover a variety of subject areas and grade levels. Feel free to adapt them to meet your needs and those of your students.

Worksheet	Grade Level	Subject	Page
1. Your Day	K-2	Daily Activities	46
2. A Week in Your Class	K-2	Weekly Activities	47
3. You and Your Family	3-5	Family History	48
4. What Was It Really Like?	4-6	American History	49
5. Searching the State	4-7	Community, Town and State	50
6. Talk of the Town	5-8	Community, Town and State	51
7. Go West!	5-8	American History	52
8. Journey to Freedom	5-8	American History	53
9. Back in Time	8-10	World History	54
10. Running for Office	9-12	Government	55
11. Where Will I Be...?	9-12	Career Planning	56



Your Day

A. Answer these questions about YOU. Fill in the chart.

	TIME	ACTIVITY
1. What time do you wake up?		
2. What time do you have breakfast?		
3. What time does school begin?		
4. Name something that you do in the morning at school. What time do you do it?		
5. Name something that you do in the afternoon at school. What time do you do it?		
6. What time does school end?		
7. What time do you start dinner?		
8. Name something that you do after dinner. What time do you do this?		
9. What time do you go to bed?		

B. Use the information in your chart to make a time line of your day. Remember to put in a.m. or p.m. Print out your time line.

C. Use your time line to answer these questions.

1. Name something that you do before 12 p.m.

____

2. Name something that you do after 4 p.m.

____

3. Name something that you do between 8 a.m. and 11 a.m.

____

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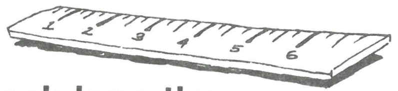
A Week in Your Class

A. You are in your class five days a week. Name something that you do in your class on each day.

DAY	ACTIVITY
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



B. Use the information in your chart to make a week-long time line. Print it out. Draw pictures on your time line to show what you do each day.

C. Look at your time line and answer these questions.

1. Do you do the same thing on more than one day? _______________

2. How many school days are there before Thursday? _______________

3. Which day do you like the best? Why? _______________

____

4. Which day do you like the least? Why? _______________

____

Additional Activity

What do you do on the weekend? What time do you wake up? What do you do in the morning and the afternoon? Add this information to your time line.

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You and Your Family

A. You and your family have an interesting history. You can make a time line of your family's history. First, you must gather some information.

1. Ask some people in your family when they were born.
2. Find out the names and birthdays of some of your relatives.
3. Find out the names and birthdays of some of your ancestors.
4. You may want to add other interesting facts about your family on the time line. For example, you may want to include the dates when people got married or when they got their first jobs.

B. Write the information in this chart.

Date			Name of Family Member
Month	Day	Year	

C. Make a time line showing the birthdays of your family members. This time line will cover many years. Type in the information in this way:

1. When you see the **When:**, type in the date. Press **Return**.
2. When you see the **[**, type in the name of the person and the date. For example,

`[Janet was born on Oct. 3, 1976.`

D. Look at your time line and answer these questions.

1. How many people in your family were born each year? ______
2. Pick one of your ancestors and write down his or her name. If this ancestor were still alive today, how old would he or she be? ______

E. Activities

1. Write a short story about your family.
2. Make a family tree.

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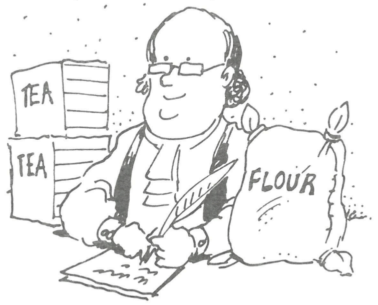
What Was It Really Like?

It's History Week at your school! Your class is writing a play about life in colonial America. Your job is to find out about colonial shopkeepers.



THINGS TO DO

1. Research what colonial shopkeepers did in a typical day. You can use your textbook, encyclopedias and other books. Try to find a diary or true history of a colonial shopkeeper.
2. Write your information in this chart.

Time	Activity

3. Use the information in your chart to make a day-long time line which describes what a colonial shopkeeper may have done in a day.

ADDITIONAL ACTIVITIES

1. Pretend you are the shopkeeper. Write an entry in your diary describing your day.
2. Interview a modern shopkeeper to find out what he or she does in a day. How is the day of a modern shopkeeper different from the day of a colonial shopkeeper?
3. Write a short play about a colonial shopkeeper.

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Searching the State

You run a private investigation service called Time Trackers. You have just received an important letter from the governor of your state. Here is the letter:

Dear Top Time Tracker,

A terrible thing has just happened. The state capital has been robbed, and all the important documents about the state's history have been stolen. The robber made an amazing getaway in a helicopter. The police are on his trail. But, I need information on the state's history immediately!! I have to make a presentation to some important visitors from Russia.

I need you to find out the following information:
The state bird is a ____________________ and was chosen in __________ (year).
The state of ____________________ was admitted to the union in __________ (year).
The town of ______________ was chosen in __________ (year) to be the state capital.
The first governor of this state was ______________ and was elected in __________ (year).

I would also appreciate it if you could find out other important facts about the history of the state. Please make a time line of the state's history. I'm counting on you!

Sincerely,
Your Governor

THINGS TO DO

1. Research your state's history to find out the missing information.
2. Make a time line of important events in your state. The time line will cover many years.

ADDITIONAL ACTIVITIES

1. Use the time line to help you write a speech for the governor about the state's history.
2. Make a time line of the history of another state. Compare the two time lines.

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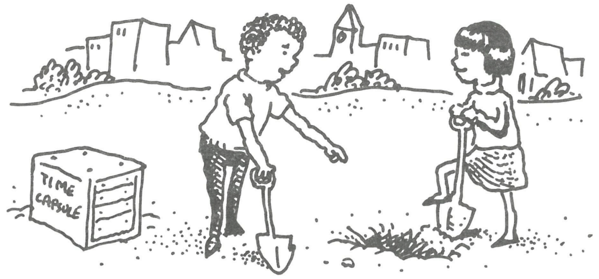
Talk of the Town

Your Mission:
You are a member of a group called the Just-In-Timers. The Just-In-Timers have been hired by the mayor to gather information about your town. All of these materials will be put into a box called a time capsule. A time capsule usually contains information and important artifacts about the town as it is today. The box is then buried and will be dug up about 100 years from now. This way, people in the future can find out what the town was like 100 years earlier. The mayor wants you to create a time line of the town's history to put in the time capsule.



THINGS TO DO

1. Find out the important dates in the history of your town. You may want to interview people who have lived in the town for a long time. You can also do research at the library, town hall, fire department, police department, historical society and museums. Write the information in the chart below. (If you need more room, make your own chart.)

Date	Event

2. Make a time line of these events. Your time line will cover many years.

ADDITIONAL ACTIVITY

Prepare a list of the other things that you want to include in the time capsule. Think about the things you would want people in the future to see. Gather the materials and make your own version of the time capsule.

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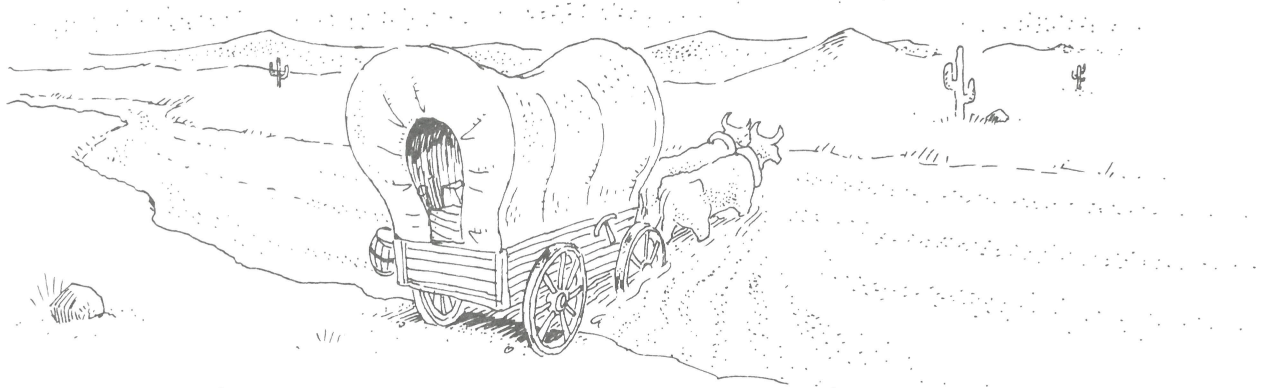
Go West!

You have finally gotten the big break that you have been waiting for! The next wagon train is ready to pull out. You have been waiting 3 months for the next group of wagons to head for Oregon along the now famous Oregon Trail. Many families have already traveled along the Oregon Trail from Missouri to Oregon. You can't wait to go west and settle the new land.



THINGS TO DO

1. Find out about the Oregon Trail. Try to find historical or fictional accounts of journeys on the Oregon Trail. Fill in this chart with information about your journey.

Month	Day	Event

2. Make a time line of your journey from Missouri to Oregon.

OTHER ACTIVITIES

1. Write a newspaper article about your journey.
2. Write an entry in your diary about some interesting events that happened on the journey.

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Journey to Freedom

The Underground Railroad was not underground and it was not a railroad. It was a secret system of escape used by black slaves before the Civil War. People who were against slavery provided hiding places, or "stations," along the routes used by escaping slaves. They also gave food and clothing to the slaves. The Underground Railroad helped thousands of slaves escape to Canada from the southern states. Many of the routes went through Ohio and Pennsylvania.

THINGS TO DO

1. Find out more about the Underground Railroad. Try to find books which describe different slaves' journeys to freedom.
2. Imagine that you are a slave in South Carolina. Make a time line that describes your journey on the Underground Railroad to freedom in Canada.

Month	Day	Event

ACTIVITY

Find out about the lives of people who were involved in the Underground Railroad and the Abolitionist Movement. Select one person and make a time line of his or her life. Some people you may want to research are:

Harriet Tubman
Sojourner Truth
James Russell Lowell
William Lloyd Garrison

Lucretia Mott
Wendell Phillips
Benjamin Lundy
Harriet E.B. Stowe

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Back in Time

What happened? There you were, minding your own business and conducting a science experiment with your lab group. The next thing you knew, you and your group had been hurled through space and had landed **kerplunk!** on a hard surface. You begin to look around, only to discover that nothing looks familiar.

It dawns on you that you may have gone back in time -- so far back that you have landed in a time that looks like B.C. In fact, you find out that it's 200 B.C. and you are on the Appian Way in Rome.

What are you going to do? Your group finds its way to what looks like an important building. You try to explain to an official that you are lost, and that you come from the future. The official demands that you make him a time line of the next 500 years, or you will be imprisoned!

THINGS TO DO

1. Find out the important events that occurred in Roman History between 200 B.C. and 300 A.D. Write your information in this chart. If you need more room create your own chart.

Month	Day	Year	Event

2. Create a time line which shows these important events. Make sure you type B.C. or A.D. at the end of each date.

3. Research important events which occurred in the rest of the world during the same time period. Make a separate time line of these events. Merge the two time lines to compare them. Can you see any patterns? Did events in one part of the world affect events in another part of the world? If so, how?

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Running for Office

To: The Presidential Campaign Planner
From: The President
Regarding: Time Line for the Upcoming Election

Dear Campaign Planner:

As you already know, I am once again running for President of the United States. I have more things to do this week than I have time to do them in, and I could use your help. I need a time line of events leading up to the election. Without it, I won't be able to make plans or write speeches in time. Please include information such as important appearances (when and where), the dates of the primaries, and other upcoming events. I will need the finished time line by early next week. I am looking forward to meeting with you in the oval office then.

Sincerely,
The President

Plan of Action:

1. Gather important information to include in the time line. Fill in the chart below.
2. Prepare a year-long time line to present to the President.
3. Pick out which events are most important to the campaign, and explain why.
4. Choose one of these events, and write a draft of a campaign speech which would be appropriate for the President to give on that date.

Month	Day	Event

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Careers--Where Will I Be in Ten Years?

CITY
HOSPITAL

Do you ever think about what you will be doing ten years from now?
Where will you be?
How will you have changed?
What will you have done?
What will be most important to you?

THINGS TO DO:

1. Use your answers to these questions to create a time line on what you will be doing during the next ten years. Fill in the chart below to help you build your time line.
2. Think about your goals for the next 30 years. Add to your 10-year time line to show what will happen to you over the next 30 years.
3. Pick a career you think you might be interested in. Interview someone in that career. Make a day-long time line of what he or she does during one day. Is this the sort of thing you might like to do every day?

Month	Day	Year	Event

THINGS TO THINK ABOUT:

1. What are your short-term goals?
2. What are your long-term goals?
3. What must you do to accomplish these long-term goals?
4. What obstacles might get in your way? How can you plan ahead so these obstacles won't prevent you from acheiving your goals?

TimeLiner Research Checklist

Title of Time Line: ______________________

Description of Topic: ______________________

____

Sources of Information (Check the ones you have used.)

☐ Books
☐ Autobiographies
☐ Biographies
☐ Diaries
☐ Encyclopedias
☐ Newspapers
☐ Magazines
☐ Almanacs
☐ Graphs and Charts
☐ Maps

More Places to Look for Information (Check the ones you have used.)

☐ Town or City Hall
☐ Police Department
☐ Libraries
☐ People to interview
☐ Other: ______________________
☐ Historical Society
☐ Fire Department
☐ Museums

Time and/or Date	Event

TimeLiner Reference Sheet

New Time Line	To start a new time line, type **N**.
Add an Entry	To add an entry, type **A**. Next, **When:** will appear. Type in the date when the event occurred. See the examples below. Press **Return**. Then an open bracket ([) will appear. Type in some information about the event. Press **Return**.

Type of Time Line	
Day-Long	*For a day-long time line, type in the time in any of the following ways: (Put a space between the time and a.m. or p.m.)* **10 AM 10:00 am 10:30:45 PM 10:30 10**
Week-Long	*For a week-long time line, type in the day. You may add the time, but it is not necessary. For example:* **Wed Wed 10 AM Wed 10:31:45 pm**
Year-Long	*For a year-long time line, type in the month. The day and time are optional. For example:* **Jan Jan 12 10 AM Jan. 12 Jan 12 9:30:15 pm**
Many -Years-Long	*For a many-years-long time line, type in the year. The month and day are optional.* *(Put a space between the year and A.D. or B.C.) For example:* **1959 Dec 19, 1959 12/19/1959 Dec. 1959 A.D. 400BC**

Edit	To edit an entry; type **E**.
Delete	To delete an entry, type **D**.
Expand	To increase the size of your time line, type **X**.
Compress	To compress your time line, type **C**.
Save	To save a time line, type **S**.
Print	To print a time line, type **P**. To stop printing, press **Esc**.
Load	To continue working on a saved time line, type **L**.
Merge	To merge two time lines into one time line, type **M**.
Erase	To erase a time line from a disk, type **E**.
Change Printer	To change the printer set-up, type **C**.
Quit	To stop working on a time line, press **Esc**.

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